

Sample Letter

HOUSEHOLD MAY HAVE EMPLOYER COMPLETE

This letter cannot be used if the household adult reporting the income is self-employed.

Statement of Earnings

This statement is to confirm that _____ received the following
(Name of Employee)

amount of **gross income** before any deductions
such as taxes and social security insurance: \$ _____

- ☐ Weekly
☐ Every Two Weeks
☐ Twice a Month
☐ Monthly
☐ Other: _____

Please indicate the date of the paycheck listed above: _____

_____ Signature of Employer	_____ Date
_____ City	_____ State
	_____ Zip Code


Telephone Number: () -

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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	For more information, visit the CSDE's Verification Web page or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.
	<i>This letter is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/letteremploy.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/verification/letteremploy.doc.</i>